Minutes
NV IT Operations Committee (NITOC)

DATE	April 13, 2006
TIME	1:30 PM
LOCATION	400 West King Street, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair, NITOC, Tech Standards – Co-Chair, Enterprise Architecture	✔	Kathy Ryan, Co-Chair, NITOC & ITPOC	✔
Roberta Roth, Chair, ITPOC	✔ **(Phone)**	Andrew Clinger, Co-Chair, Strategic Plan	
Janice Rhode, Chair, IT Workforce	✔	Kathy Comba, Co-Chair, IT Workforce	
Teri J. Mark, Chair, NERC		Linda Morrison, Co-Chair NERC	✔
Alan Rogers, Chair, Integration		Andrew Harvey, Co-Chair, Integration	✔
Randy Potts, Chair, Security		Jerry Beauchamp, Co-Chair, Security	✔
Dave McTeer, Chair Enterprise Architecture & Co-Chair, Tech Standards	✔		

Other attendees

Name	Name
Alisanne Maffei, DoIT, ITSPC Coordinator	Donna Crutcher, DoIT, Security Rep.
Sherri McGee, Tech Standards Coordinator	

CALL TO ORDER
Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES
The minutes (March 9, 2006) were accepted as presented.

DECISIONS[1]

No	Decision
1	Members reviewed **PSP 7.04(E) Desktop/Laptop Computer Software Acquisitions** and updates. Dave McTeer asked to go on record of not fully agreeing to Section 4.0, second paragraph. **A motion was made by Dave McTeer and seconded by Jerry Beauchamp to accept the standard as presented along with the accompanying Impact Statement and supporting documentation. Motion Carried.**
2.	Members reviewed the Impact Statement for the Standard 7.03(D) Desktop/Laptop Hardware Acquisitions that had been approved at the March 9th meeting. **A motion was made by Roberta Roth and seconded by Dave McTeer to approve the impact statement. Motion carried.**

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

3.	Discussion was held **on 7.05(C) Server Hardware Acquisitions**. After much discussion, it was agreed to return the standard back to the Technical Standards Committee. Members were concerned that the standard applied more to non Win Tel servers and suggested that either the title be changed or that exceptions be listed under Section 7.0.

COMMITTEE REPORTS

1.	**IT Project Oversight**: Roberta Roth mentioned that the Committee continues to be overseeing the same amount of projects as last time. She indicated that Kathy Ryan and George Trennin were finishing up the impact statement for a Delivery Framework Standard that they hope to have ready by the next NITOC meeting.
2	**NERC**: In the absence of Teri Mark, no report was given. Linda Morrison did mention that no committee meeting was held last month.
3	**IT Work Force**: Janice Rhode reported that the Committee is very active. She indicated that state personnel are in the process of tabulating the manager survey responses. She also indicated that CNS positions would be reclassed one step hire to coincide with other positions of the same level. She mentioned that the Committee would be putting out a web standard as it pertains to employees performing functions/tasks on websites.
4.	**IT Integration**: Andy Harvey reported that the kick-off meeting of the Committee was held on March 30th with very good turnout. The next meeting is schedule for April 27th. The Committee will be creating their goals and objectives and identifying standards. Two sub-committees were formed – a Share Sub-Committee and a Standards Sub-Committee. Terry mentioned that it was appropriate to change back the Committee name to IT Integration so there would be no confusion. This Committee also agreed to meet the last Thursday of the month, beginning at 9 AM.
5	**Strategic Planning:** Alisanne Maffei submitted a written status update to all members. She mentioned that the Committee's major focus in the next few months would be IT Projects and IT Security.
6	**Enterprise Architecture**: Dave McTeer submitted a written status update to all members. He indicated that the major focus for the group would be Enterprise Identify Management.
7.	**Security:** Jerry Beauchamp indicated that the Committee met last month and he has been assigned to write the Impact Statements for Patch Management and a few others. Donna Crutcher will see that NITOC receives the Impact Statement for the Computer Incident Response PSP 4.08(A), which was approved in January by NITOC. Once the Impact Statement as been submitted, the PSP can then move forward to ITSPC.
8.	**NCSC:** Terry Savage reported that after working with SAFECOM and receiving recommendations from them, the NCSC approved version 2.0 of the Interoperability Communications Plan by adopting those recommendations. He further added that a sub-committee was formed for Education and Public Awareness in order to get the Plan in the hands of everyone in the State who needs it.

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	
10.	03/09/06	Impact Statement for email/calendaring standard.	Terry Savage	ASAP	
11.	03/09/06	Impact Statement for Computer Incident reporting.	Donna Crutcher	ASAP	

OTHER ISSUES
The next regular meeting of NITOC is scheduled for May 11, 2006
ADJOURNMENT
The meeting was adjourned at 2:45 pm.

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[2] *Action Item*: A commitment to complete an action or an assignment.